



## Pre-Classroom Notes - Teams

**Step 1:** Log in to [www.office.com](http://www.office.com), and enter your username and password shared by us.  
Click on 9 dots and click on Teams

The screenshot shows the Microsoft Office Home page in a web browser. A red box highlights the 'Apps' button in the top-left corner of the main content area. An arrow points from this box to the 'Teams' icon in the 'All apps' list on the left sidebar. The 'Teams' icon is highlighted with a red box.

**Step 2:** Click on Teams on the left panel

The screenshot shows the Microsoft Teams interface in a web browser. A red box highlights the 'Teams' icon in the vertical sidebar on the left. This icon is part of a larger navigation bar that includes 'Activity', 'Chat', 'Assignments', 'Calendar', 'Calls', 'Files', and 'Help'. The main content area displays two team tiles: 'Tf' (labeled 'Trail for trainers') and 'Class 7th Science' (labeled 'Class 7th Science').



### Step 3: Click on Join or Create Team

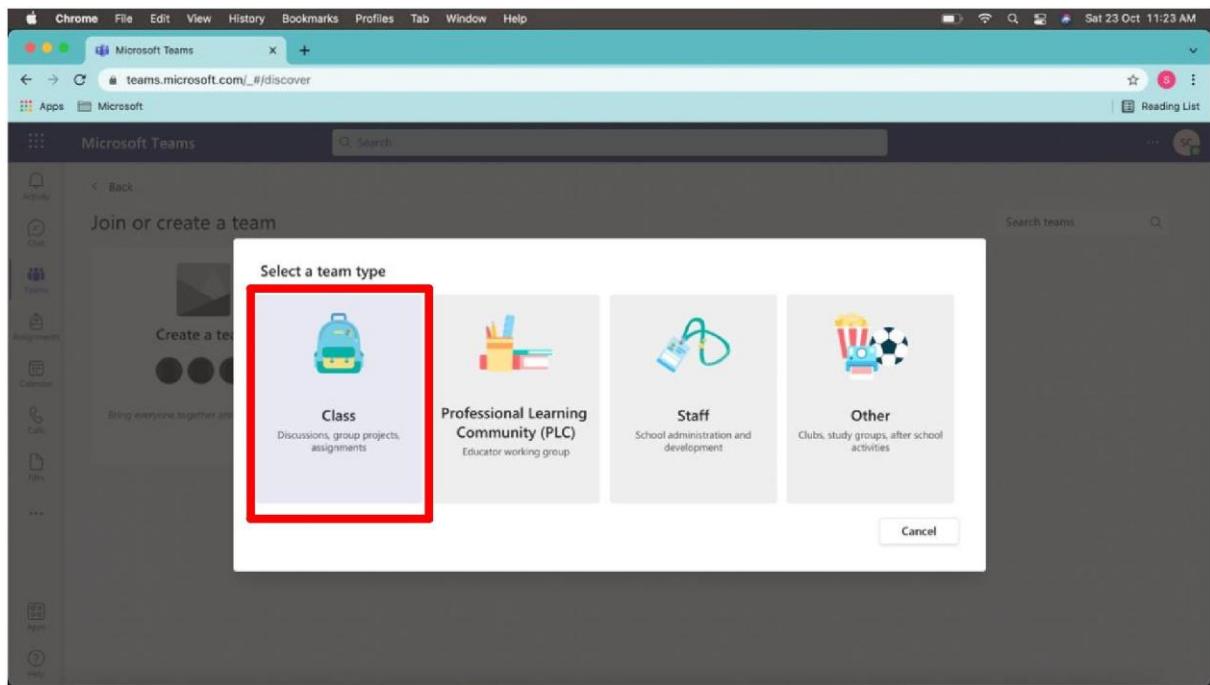
The screenshot shows the Microsoft Teams homepage. At the top, there's a navigation bar with tabs like Chrome, File, Edit, View, History, Bookmarks, Profiles, Tab, Window, and Help. Below the navigation bar, the URL is teams.microsoft.com/\_#/school/teams-grid/General?ctx=teamsGrid. The main area is titled "Teams" and shows "Your teams". There are two visible teams: "Trail for trainers" (represented by a red square icon) and "Class 7th Science" (represented by a yellow square icon with a test tube and a flask). On the far right of the screen, there's a "Join or create team" button, which is highlighted with a red rectangular box.

### Step 4: Click on create a team

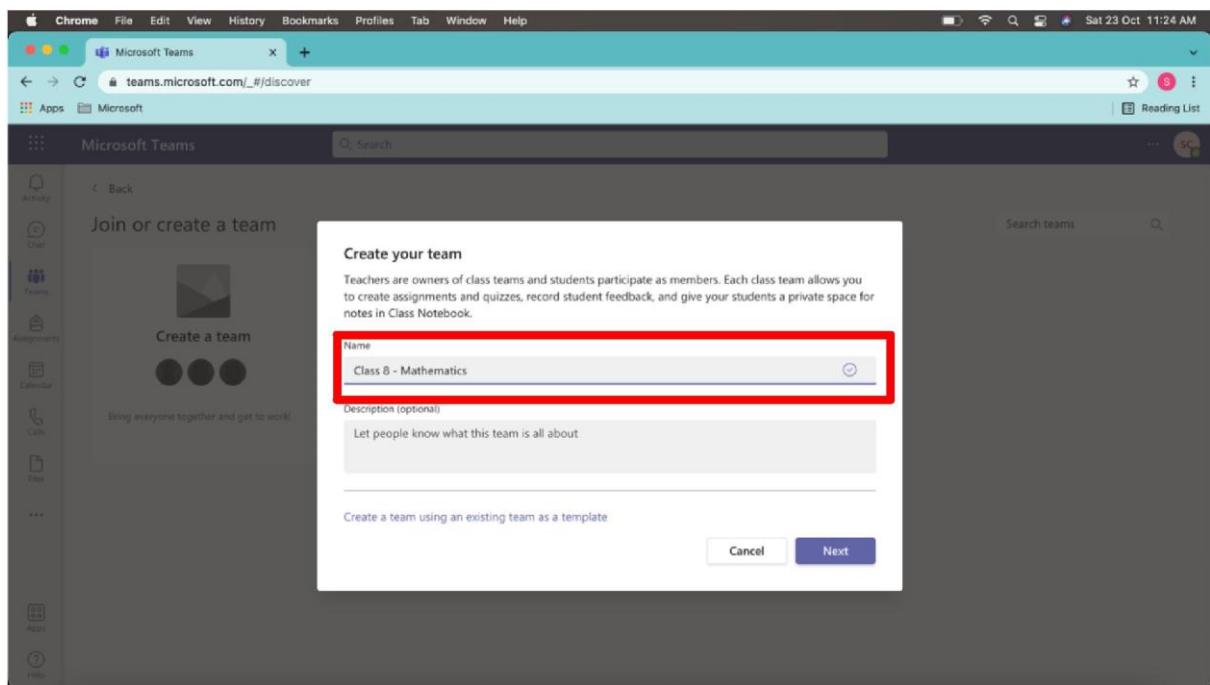
The screenshot shows the "Join or create a team" page within Microsoft Teams. At the top, there's a navigation bar with tabs like Chrome, File, Edit, View, History, Bookmarks, Profiles, Tab, Window, and Help. Below the navigation bar, the URL is teams.microsoft.com/\_#/discover. The main area has a heading "Join or create a team". It features two main sections: "Create a team" (with a "Create team" button highlighted with a red box) and "Join a team with a code" (with a "Enter code" input field). A search bar at the top right says "Search teams".



## Step 5: Select a team type to “Class”



## Step 6: Give a name to your team “Class 8 – Mathematics”





## Step 7: Add people to the team. Add Students

A screenshot of a Microsoft Teams browser window. The title bar says 'Microsoft Teams'. The address bar shows 'teams.microsoft.com/\_/#discover'. The main content area has a sidebar with icons for Home, Chat, Teams, App, Calendar, Calls, Files, and Help. A central box says 'Join or create a team' with a 'Create a team' button. Below it is a message 'Bring everyone together and get to work!'. A modal dialog box is open in the center, titled 'Add people to "Class 8 - Mathematics"'. It has tabs for 'Students' (which is selected) and 'Teachers'. Below is a search bar with placeholder text 'Start typing a name to choose a group, distribution list, or person at your school.' and an 'Add' button. At the bottom right of the dialog is a 'Skip' button.

## Step 8: Add student1.mce@Learnlike.com as a student to your class. Click “Add”

A screenshot of the same Microsoft Teams browser window and interface as the previous step. The 'Add people' dialog box is still open. In the search bar, the email address 'student1.mce' is typed. An orange arrow points from the text in the search bar to the blue 'Add' button located to the right of the search bar. The rest of the dialog and the surrounding interface remain the same.



### Step 9: Click on “Close”

The screenshot shows a Microsoft Teams window with the URL [teams.microsoft.com/\\_/#teamDashboard/Class%208%20-%20Mathematics/19:o4\\_Zqa5eG29wYFBY0QyVR3TUaV92n30mUHss7n7Klr41@thread.tacv2@id.members](https://teams.microsoft.com/_/#teamDashboard/Class%208%20-%20Mathematics/19:o4_Zqa5eG29wYFBY0QyVR3TUaV92n30mUHss7n7Klr41@thread.tacv2@id.members). A modal dialog box titled "Add members to Class 8 - Mathematics" is open. It has tabs for "Students" and "Teachers", with "Students" selected. A search bar shows "Search for students" and a result "SM student1.mce STUDENT1.MCE". At the bottom right of the dialog is a "Close" button, which is highlighted with a red box.

### Step 10: Your Team is now ready

The screenshot shows a Microsoft Teams window with the URL [teams.microsoft.com/\\_/#school/conversations/General?threadId=19:o4\\_Zqa5eG29wYFBY0QyVR3TUaV92n30mUHss7n7Klr41@thread.tacv2&ctx=channel](https://teams.microsoft.com/_/#school/conversations/General?threadId=19:o4_Zqa5eG29wYFBY0QyVR3TUaV92n30mUHss7n7Klr41@thread.tacv2&ctx=channel). The left sidebar shows the "Class 8 - Mathematics" team with the "General" channel selected. The main area displays a welcome message: "Welcome to Class 8 - Mathematics" and "Choose where you want to start". Below the message are two icons: a blue book and scissors, and a spiral notebook. At the bottom are buttons for "Upload Class Materials" and "Set up Class Notebook". A "New conversation" button is also present.

**Note:** We will learn about more features in the class